

MANAGEMENT ANALYST

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

SUMMARY

Under general direction, plans, coordinates, researches and analyzes court related issues, programs and operations; conducts short and long-term project planning for the judiciary or an agency thereof; manages programs and projects; and recommends policies and procedures to enhance the state's unified court system. Work entails collaboration with judicial, legislative and executive agencies as well as private, county, state, federal and national organizations. May secure, administer and oversee grant funded projects.

QUALIFICATIONS

A bachelor's degree in court, business or public administration or a related field and three years of professional experience involving data collection, research, analysis, planning and report writing. Additional education may substitute for up to one year of experience at a rate of 30 semester hours equals one year of experience. A master's degree in public or business administration, organizational development or similar field is desirable.

Knowledge of recognized methods of policy analysis and program evaluation; grant research and proposal writing techniques; data collection and statistical analysis; principles, practices and methods of short and long-range planning; basic principles of budgeting, cost analysis and fiscal management.

Ability to exercise resourcefulness in addressing new problems; deal constructively with conflict and develop consensus; plan, schedule and implement a multi-phase project involving other participants; establish and maintain cooperative working relationships with those contacted in the course of work (e.g., judges, members and staff of the state legislature, attorneys, state and local government employees and consultants); and identify and maintain the confidentiality of sensitive and important information.

EXAMPLES OF WORK PERFORMED

Analyzes court processes, operations and programs, the scope of which is exemplified by the following: case flow management, programs measurement, plan for random juror selection of grand and petit jurors, judicial performance evaluation pilot study, worker's compensation and loss control procedures, felony bail bonds and statewide drug control strategy. Researches issues to provide up-to-date information (e.g. current court management, legal representation, family violence and trends impacting the community).

Responds to requests from legislators for information/analysis concerning bills for a legislative session; researches and writes legislative bill analyses and fiscal impact reports for the courts, legislative sponsors, Legislative Finance Committee and the Department of Finance and Administration; and prepares committee presentations for staff and bill sponsors.

Plans, coordinates and implements special projects; collects data and analyzes statistics and information; develops court processes/action plans and implementation schedules; and ensures that funds are encumbered to support project tasks.

Manages leases for court sites: evaluates needs, prepares and issues requests for proposals, evaluates bids and recommends final lease terms to the Director of the Administrative Office of the Courts (AOC); makes recommendations for the AOC's annual budget request for funding leased space; and resolves problems between landlord and the court. Manages renovations required for occupancy and coordinates court automation wiring activities.

Researches viable sources of funding to augment existing fiscal and staff resources of the court; writes and edits grant proposals and applications; administers the project including budget, operations, program evaluation and report writing.

Initiates, researches, drafts, reviews, updates and implements various administrative regulations, guidelines, procedures, manuals and forms to conform with statutory, rule, policy or procedural changes.

Represents the judicial branch in liaison relationships with executive branch agencies, interagency task forces, etc. and makes oral and written presentations.

Plans and prepares the annual report of the state courts to the state legislature.

May prepare, analyze and monitor budgets; prepare budget reports; and project expenditures.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The essential functions are representative of the work environment and physical demands an employee may expect to encounter in performing the tasks assigned to this job. Reasonable accommodations will be made to enable an individual with disabilities the opportunity to perform the assigned tasks.

While performing the duties of this job, the employee is regularly required to sit for long periods of time, walk, talk and hear. The employee is frequently required to reach above the head. The employee is frequently required to read typed and/or hand written material. The employee is frequently required to reach forward with hands and arms. The employee must frequently lift and/or move, push or pull up to 25 pounds. The work performed frequently requires close exposure to VDT's, CRT's, UV rays. The work performed frequently requires repetitive hand, arm or finger motions, as well as manual/finger dexterity.

Work is performed in an office setting. The noise level in the work environment is usually moderate. The employee may be required to work occasional nights and/or weekends. There are rare situations in which the employee may be exposed to unpleasant, hostile or violent situations that arise when dealing with individuals involved in court cases. Employee must be able to regularly interact positively with co-workers and the public. Employee will frequently work under severe time constraints and meet multiple demands from several people. Travel may be periodically required for training, meetings and presentations.